



# Building Inspection Division JaxEPICS Contractor Registration Form

For New Profile or Adding License Holder to an Existing Company

**Required Documents:** Email All Documents and this Form to [BIRegistrations@coj.net](mailto:BIRegistrations@coj.net)

1. A copy of a valid certificate issued by the Florida Department of Professional Regulation, Construction Industry Licensing Board.
2. A copy of personal picture identification, i.e., driver's license.
3. A proof of compliance with the Florida Worker's Compensation law (Chapter 400, Florida Statutes) in the form of:
  - a. A certificate of Worker's Compensation insurance issued to the City of Jacksonville as certificate holder, or
  - b. A "Certificate of Election to be Exempt" from Florida workers compensation law (Form DWC-252)

**Contractor Information – Please Print**

Qualifier's Name: \_\_\_\_\_

Type of Contractor \_\_\_\_\_

License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Company Name (as appears on Sunbiz) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Business Address \_\_\_\_\_

Phone Number Office \_\_\_\_\_ Mobile \_\_\_\_\_

Qualifier's Email Address \_\_\_\_\_

Company Email Address \_\_\_\_\_

I attest this information is true and accurate to the best of my knowledge.

\_\_\_\_\_  
License Holder Signature

\_\_\_\_\_  
License Holder, Print Name

NOTARY AS TO LICENSE HOLDER

Before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,

Personally appeared \_\_\_\_\_

Who executed the foregoing instrument, and acknowledged before me the same was executed for the purposes therein expressed.

Type of ID produced: \_\_\_\_\_

Notary (Signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_